

Village of Hortonville

Account Clerk-Payroll Clerk

POSITION OBJECTIVES:

The Village of Hortonville is seeking an Account Clerk – Payroll Clerk. The Account Clerk/Payroll Clerk position requires an individual who is capable of exercising good judgment and who possesses the skills, personal disposition, and psychological qualities generally required of people who work well with the public. The position involves considerable responsibility for accuracy and accountability. Work involves customer service, bookkeeping, payroll, keeping accurate records, data entry, clerical work, and a variety of administrative functions, many of which are confidential. This employee is under the direct supervision of the Clerk-Treasurer.

BENEFITS:

Hiring range is \$16.00/hour – \$20.00/hour depending on qualifications, plus an excellent benefit package.

HOW TO APPLY:

To apply for this position please fill out a village application and submit it along with a copy of your cover letter and resume to Clerktreas@vohortonville.com with the subject line Account Clerk – Payroll Clerk Position. The position will be open until filled.

[Click Here for Full Position Description](#)

[Click Here for Application](#)